

# **READVERTISEMENT**

**\*Please note updated transcripts information and title.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**November 7, 2007**

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<b>TITLE:</b>	Cardiovascular Health Quality Improvement Coordinator
<b>POSITION NO:</b>	04044
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	<b>Part-Time/Permanent (20 hrs/wk)</b>
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$16.09 - \$19.57 hourly. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 23, 2007**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This is a part-time position, working 20 hours per week. A resume is required at time of application.

**TYPICAL DUTIES:** This position serves as a Quality Improvement Specialist for the division and is responsible for developing and implementing cardiovascular-related quality improvement programs for participating health care providers including needs assessments, performance monitoring and planning, public health surveillance, technical support, reporting, and communication. The incumbent will also coordinate outreach, training, and related functions in support of ongoing program operations and activities. This position reports to the Program Coordinator, designee, or section supervisor and does not directly supervise other agency personnel unless otherwise indicated.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of the principles and practices of public health education and disease prevention; quality improvement methods and principles; program planning; data management and information processing system operations; adult and community education principles for outreach, training, and program support; business, technical, and media communications; and federal, state, and department regulations and requirements pertaining to public health programs.

**Skills:** Skill in assessing health care needs; analyzing, interpreting, and applying technical data to unique health care environments; operating standard office technologies and software; developing and delivering public presentations and outreach materials; and excellent oral and written communication.

**Abilities:** Ability to perform job with organizational goals and needs in mind; communicate effectively verbally, nonverbally, and in writing; listen effectively and actively seek constructive feedback; focus efforts and energy on successfully attaining organizational goals and objectives; and use reason and logic to identify and solve problems.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in health sciences, clinical sciences, or related field **AND** minimum of one year of job-related work experience. A Registered Nurse degree is preferred.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur transcripts may be provided at time of interview;** and
4. Resume is due at time of application.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.